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3 August 1955

SUBJECT: Sub-Committee on Building Requirements

SUBJECT: Proposal for an Agency Briefing and Exhibits Center

1. During the presentation of the Office of Training requirements for space allocations in the new building, the Committee tabled the requirement submitted for certain footage labelled as an "Exhibit Area," instructing the Office of Training representatives to provide additional information at a later date concerning the Agency-wide, as distinguished from solely Office of Training, utilization of the area. This memorandum summarizes those larger needs; proposes a space allocation for these purposes; and describes the coordination which has been accomplished to date among the components in planning the character and multiple use of the space.

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2. Discussions with responsible officers of several components of the Agency, particularly [redacted] of the PPC Staff, DD/P, and Mr. [redacted] of the DD/I's office, indicated that the functional design of the exhibit area should be modified to accommodate briefing or presentation activities, as well as the orientation activities permitted by the more permanent exhibits in the area. Hence, the concept discussed here is one of a central Agency briefing and exhibits center.

3. The Office of Training proposes the incorporation of a space allocation of 3000 square feet in the new building requirements based upon the concept that it will be a central, multi-purpose area to accommodate the orientation and briefing activities of all components and certain instructional purposes of the Office of Training. Utilization of such a center manifestly will produce measurable reductions in the space being planned or requested by individual offices and components for briefing and exhibition activities. Attachment A describes the area and Attachment B is a schematic presentation of its floor plan.

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4. Utilization of the center by all components can be defined by these functional categories:

a. Inter-Agency briefing activities based on fixed exhibits or visual presentation materials brought to the area.

b. Intelligence community orientation or briefing seminars or conferences.

c. Individual component in-service training of personnel or special component briefings, including initial orientation of personnel entering on duty.

d. Instructional activities of the Office of Training, which presently require the use of exhibits erected temporarily for these purposes:

(1) Courses conducted for extra-Agency personnel, such as the National War College, [redacted] 25X1C
25X1C [redacted], Project [redacted] (Department of Defense) and the Armed Forces [redacted] Systems.

(2) Internal programs for Agency employees, particularly:

(a) Orientation courses for new employees

(b) Re-orientation courses for field returnees

(c) Current programs which now utilize the Intelligence Products Exhibit, The Communist Propaganda Exhibit, and Intelligence Cycle Exhibit.

(For utilization of the Center is described in Attachment C.)

5. Coordination of the concept of an Agency Briefing and Exhibit Center has been accomplished informally with the Chief, PPC Staff, DD/I, and the Assistant to the DD/I (Administration), whose activities, with those of the Office of Training, create the greatest portion of the need for the Center. It is their intent to support this concept before the Committee.

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1. In the recommendation of the Office of Training to this committee that the remaining two conferees of the need for an Agency Briefing and Exhibits Center as described in this paper, this need be accommodated by a central area designed to serve all components.

FOR THE DIRECTOR OF TRAINING:

[redacted] 25X1A9a

Chief, Instructional Services Branch

Attachments:
Attachment A
Attachment B
Attachment C

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